

**Billing Manual for Private Agencies  
Providing Services to Adults  
with Developmental Disabilities**



***Version 1.0  
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**State of Rhode Island and Providence Plantations**

**Department of Behavioral Healthcare, Developmental Disabilities, and Hospitals  
(BHDDH)**

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## **TABLE OF CONTENTS**

Resource Allocations, Purchase Orders and Service Allocations	1
Explanations of Resource Allocations in Effect July 1, 2011	2
Anticipated Authorizations for BHDDH Participants	6
Rate Sheet for Services Effective July 1, 2011	7
Matrix of When Modifiers are Required	13
Legend of Modifiers Used for BHDDH Services Effective July 1, 2011	14
Guidelines for Billing	16
Examples of Billing Scenarios	17

## Resource Allocations, Purchase Orders and Service Allocations

1. In the new system, individuals will be given a Resource Allocation (ultimately from the SIS results) from which they will be able to select the services they want to purchase and the providers from whom they want to purchase the services from.
  - a. If an individual chooses to self-direct services, then the individual selects a fiscal intermediary who will work with them to develop their budget, hire employees, etc.
  - b. If an individual chooses to purchase services from an agency, then the individual selects the agency from which they wish to receive residential supports from. After this selection is made, then the individual/their family will work with a Support Coordinator from that agency to develop the selection of services they want to purchase within their budget.
  - c. A Purchase Order will be created from the process in (a) or (b) which will serve as the basis for the Support Agreement between the individual and the agency. It also serves as the basis for developing Service Allocations.
  - d. The Purchase Order request will be completed on a standardized form created by BHDDH. The format of this form is still being finalized.
2. The Purchase Order shows the units of service selected by the individual and multiplies each service by the current rate on file for that service.
  - a. Individuals and families will be given the standard rate sheet to complete this Purchase Order.
  - b. The rate sheet always reflects the current rates on file that are paid by BHDDH. In the event that there are legislative reductions to BHDDH's budget, then BHDDH will release to agencies and fiscal intermediaries an updated rate sheet to share with individuals and families in the budgeting process.
  - c. If an individual chooses to self-direct services, then the rate sheet shows the maximum rate that BHDDH will pay for a service. Individuals who self-direct may choose to pay a rate lower than the maximum rate on file.
3. The individual submits their Purchase Order request to BHDDH's Social Services Unit so that BHDDH can approve and generate the appropriate Service Allocations.
  - a. If an individual chooses to self-direct services, then the individual submits their Purchase Order through the fiscal intermediary that they have selected.
  - b. If an individual chooses to purchase services through an agency, then the individual submits their Purchase Order through the Support Coordinator. If an individual chooses to receive services from multiple agencies, he/she will still only have one Support Coordinator.
4. BHDDH will review the Purchase Order and make a determination on the number and scope of Service Allocations that will be generated. The Service Allocations that will be generated will be reflected in units, not dollars.
  - a. Service Allocations will continue to be assigned to the providers that the individual selects, but now they will be determined on a quarterly basis.
  - b. For individuals that self-direct services, the Service Allocations will continue to be made to the fiscal intermediary.
  - c. In the event that BHDDH is mandated to decrease expenditures from the Legislature, then the rates paid for services will be adjusted downward but the units in the Service Allocations will remain constant.
5. For the period beginning July 1, 2011 BHDDH has created Service Allocations for each individual currently served. These are loosely based on the prior year's expenditures and services received.
  - a. For individuals that self-direct services, the Service Allocations have effectively been rolled over from the prior year, but Service Allocations will be issued quarterly and continue until the individual's ISP anniversary date.
  - b. For individuals that are currently served by agencies, BHDDH is generating Service Allocations based on units covering the period July 1, 2011 - June 30, 2012 for 24 hour Residential, Support Coordination and Transportation.
    - (1) If the individual's ISP is due to be updated in any month between October 2011 and December 2011, then BHDDH will require the individual to create a Purchase Order specifically for Community-based Supports and Day Program Services prior to October 1 in order to generate the Service Allocations for these services for the 2nd Quarter of SFY12. Agencies should work with individuals/families by following Steps 1-3 above.
    - (2) If the individual's ISP is due to be updated in a month between January 2012 and June 2012, BHDDH will also accept Purchase Orders detailing unit requests for Community-based Supports and Day Program Services prior to October 1 in anticipation of generating the Service Allocations. If not received, then BHDDH will generate a Service Allocation for 2nd Quarter based on prior history and recent utilization.
  - c. If an individual is brand new to the system any time after July 1, 2011, then the individual/family will follow the process in Steps 1-4 above.

## Explanations of Service Allocations in Effect July 1, 2011

### Residential Services

Service Allocation	Explanation (each allocation has a small upward adjustment to account for rounding)
\$11,074.28	A Participant with this Service Allocation presumes 92 days of either Community Residence Supports or Non-congregant Residential Supports at a rate of \$120.34 per day. Agencies who are authorized units to deliver this service should bill either T2033 Modifier U5 or T2016 Modifier U5.
\$12,709.12	A Participant with this Service Allocation presumes 92 days of either Community Residence Supports or Non-congregant Residential Supports at a rate of \$138.11 per day. Agencies who are authorized units to deliver this service should bill either T2033 Modifier U6 or T2016 Modifier U6.
\$15,183.92	A Participant with this Service Allocation presumes 92 days of either Community Residence Supports or Non-congregant Residential Supports at a rate of \$165.01 per day. Agencies who are authorized units to deliver this service should bill either T2033 Modifier U7 or T2016 Modifier U7.
\$17,190.44	A Participant with this Service Allocation presumes 92 days of either Community Residence Supports or Non-congregant Residential Supports at a rate of \$186.82 per day. Agencies who are authorized units to deliver this service should bill either T2033 Modifier U8 or T2016 Modifier U8.
\$21,153.80	A Participant with this Service Allocation presumes 92 days of either Community Residence Supports or Non-congregant Residential Supports at a rate of \$229.90 per day. Agencies who are authorized units to deliver this service should bill either T2033 Modifier TF or T2016 Modifier TF.
\$27,095.16	A Participant with this Service Allocation presumes 92 days of either Community Residence Supports or Non-congregant Residential Supports at a rate of \$294.48 per day. Agencies who are authorized units to deliver this service should bill either T2033 Modifier UA or T2016 Modifier UA.
> \$27,095.16	<p>A Participant with this Service Allocation presumes 92 days of either Community Residence Supports or Non-congregant Residential Supports that includes a Service Allocation that contains a value for extraordinary supports above what is presumed for individuals that are Resourceed for Modifier UA. Agencies who are authorized units for individuals with this Service Allocation should bill for this separately:</p> <p>The first piece is billed using either T2033 Modifier UA or T2016 Modifier UA at a rate of \$294.48 per day.</p> <p>The second piece is billed using T2033 Modifier L9 or T2016 Modifier L9. The rate will vary based on each individual's Service Allocation. For Service Allocations effective July 1, 2011, 92 units will be authorized to the agency at a per diem rate equal to the following: [Total Service Allocation minus \$27,095.16] divided by 92</p>

\$6,610.44	A Participant with this Service Allocation presumes 92 days of Shared Living Arrangement Support at a rate of \$71.82 per day. Agencies who are authorized units to deliver this service should bill T2033 Modifiers U5 and U1. The reimbursement to the host family presumes 92 days at \$50.00 per day.
\$7,713.52	A Participant with this Service Allocation presumes 92 days of Shared Living Arrangement Support at a rate of \$83.81 per day. Agencies who are authorized units to deliver this service should bill T2033 Modifiers U7 and U1. The reimbursement to the host family presumes 92 days at \$58.00 per day.
\$10,258.24	A Participant with this Service Allocation presumes 92 days of Shared Living Arrangement Support at a rate of \$111.47 per day. Agencies who are authorized units to deliver this service should bill T2033 Modifiers TF and U1. The reimbursement to the host family presumes 92 days at \$75.00 per day.
\$11,882.96	A Participant with this Service Allocation presumes 92 days of Shared Living Arrangement Support at a rate of \$129.13 per day. Agencies who are authorized units to deliver this service should bill T2033 Modifiers TG and U1. The reimbursement to the host family presumes 92 days at \$90.00 per day.

## Explanations of Service Allocations in Effect July 1, 2011

### Day Program Services

Service Allocation	Explanation (each allocation has a small upward adjustment to account for rounding)
\$1,422.60	A Participant with this Service Allocation presumes 1,560 15-minute units (24 increments per day * 65 days) of either Day Program Services (Center-Based or Community-Based) at a rate of \$0.91 per 15 minutes or 65 days of Day Program Services Home Based at a rate of \$17.99 per day. Agencies who are authorized units to deliver this service should bill either T2021 Modifier U5, T2021 Modifiers U5 and U1, or T2020 Modifier U5.
\$1,656.60	A Participant with this Service Allocation presumes 1,560 15-minute units (24 increments per day * 65 days) of either Day Program Services (Center-Based or Community-Based) at a rate of \$1.06 per 15 minutes or 65 days of Day Program Services Home Based at a rate of \$22.19 per day. Agencies who are authorized units to deliver this service should bill either T2021 Modifier U6, T2021 Modifiers U6 and U1, or T2020 Modifier U6.
\$2,327.40	A Participant with this Service Allocation presumes 1,560 15-minute units (24 increments per day * 65 days) of either Day Program Services (Center-Based or Community-Based) at a rate of \$1.49 per 15 minutes or 65 days of Day Program Services Home Based at a rate of \$34.93 per day. Agencies who are authorized units to deliver this service should bill either T2021 Modifier U7, T2021 Modifiers U7 and U1, or T2020 Modifier U7.
\$3,544.20	A Participant with this Service Allocation presumes 1,560 15-minute units (24 increments per day * 65 days) of either Day Program Services (Center-Based or Community-Based) at a rate of \$2.27 per 15 minutes or 65 days of Day Program Services Home Based at a rate of \$54.74 per day. Agencies who are authorized units to deliver this service should bill either T2021 Modifier U8, T2021 Modifiers U8 and U1, or T2020 Modifier U8.
\$5,041.80	A Participant with this Service Allocation presumes 1,560 15-minute units (24 increments per day * 65 days) of either Day Program Services (Center-Based or Community-Based) at a rate of \$3.23 per 15 minutes or 65 days of Day Program Services Home Based at a rate of \$78.05 per day. Agencies who are authorized units to deliver this service should bill either T2021 Modifier TF, T2021 Modifiers TF and U1, or T2020 Modifier TF.
\$9,534.60	A Participant with this Service Allocation presumes 1,560 15-minute units (24 increments per day * 65 days) of either Day Program Services (Center-Based or Community-Based) at a rate of \$6.11 per 15 minutes or 65 days of Day Program Services Home Based at a rate of \$151.06 per day. Agencies who are authorized units to deliver this service should bill either T2021 Modifier UA, T2021 Modifiers UA and U1, or T2020 Modifier UA.
Between \$5,041.80 and \$9,534.60	A Participant with this Service Allocation presumes 1,560 15-minute units (24 increments per day * 65 days) of either Day Program Services (Center-Based or Community-Based) or 65 days of Day Program Services Home Based. Participants may at times utilize services on a 1 staff: 2 participant basis or on a 1 staff: 1 participant basis. Agencies who are authorized units to deliver this service should bill either T2021 Modifier TF, T2021 Modifiers TF and U1, T2020 Modifier TF, T2021 Modifier UA, T2021 Modifiers UA and U1, or T2020 Modifier UA.
>\$9,534.60	A Participant with this Service Allocation presumes 1,560 15-minute units (24 increments per day * 65 days) of either Day Program Services (Center-Based or Community-Based) or 65 days of Day Program Services Home Based that includes a Service Allocation that contains a value for extraordinary supports above what is presumed for individuals that are Resourceed for Modifier UA. Agencies who are authorized units for individuals with this Service Allocation should bill for this separately: The first piece is billed using either: T2021 Modifier UA or T2021 Modifiers UA and U1 at a rate of \$6.11 per 15 minutes OR T2020 Modifier UA at a rate of \$151.06 per day. The second piece is billed using T2021 Modifier L9, T2021 Modifiers L9 and U1, or T2020 Modifier L9. The rate will vary based on each individual's Service Allocation. For Service Allocations effective July 1, 2011, Center-Based or Community-Based units will be authorized to the agency at a per 15-minute rate equal to the following: [Total Service Allocation minus \$9,534.60] divided by 1,560. Home-Based units will be authorized to the agency on a per diem rate equal to the following: [Total Service Allocation minus \$9,534.60] divided by 65.
<\$5,460.00	A Participant with this Service Allocation presumes one of the services above but for less than 1,560 15-minute units or less than 65 days.

For any of the Service Allocations shown on this page, agencies may also be authorized to deliver units for the following:

T2025	Job Development or Assessment
T2015	Prevocational Training (without the modifier which assumes 1:1 staffing or with a modifier assumes 1: >1 staffing)
T2019	Supported Employment (without the modifier which assumes 1:1 staffing or with a modifier assumes 1: >1 staffing)

## Explanations of Service Allocations in Effect July 1, 2011

### Support Coordination

Service Allocation	Explanation (each allocation has a small upward adjustment to account for rounding)
\$317.22	A Participant with this Service Allocation presumes 3 months of Support Coordination at a rate of \$105.07 per month. Agencies who are authorized units to deliver this service should bill T2022 Modifier U5.
\$381.48	A Participant with this Service Allocation presumes 3 months of Support Coordination at a rate of \$126.49 per month. Agencies who are authorized units to deliver this service should bill T2022 Modifier U6.
\$448.19	A Participant with this Service Allocation presumes 3 months of Support Coordination at a rate of \$148.73 per month. Agencies who are authorized units to deliver this service should bill T2022 Modifier U7, U8, or TF.
\$642.86	A Participant with this Service Allocation presumes 3 months of Support Coordination at a rate of \$213.62 per month. Agencies who are authorized units to deliver this service should bill T2022 Modifier UA.

### Support Facilitation (Fiscal Intermediaries)

Service Allocation	Explanation (each allocation has a small upward adjustment to account for rounding)
\$121.97	A Participant with this Service Allocation presumes 3 months of Support Facilitation at a rate of \$39.99 per month. Agencies who are authorized units to deliver this service should bill T2022 Modifiers U5 and U2.
\$241.91	A Participant with this Service Allocation presumes 3 months of Support Facilitation at a rate of \$79.97 per month. Agencies who are authorized units to deliver this service should bill T2022 Modifiers U8 and U2.
\$373.97	A Participant with this Service Allocation presumes 3 months of Support Facilitation at a rate of \$123.99 per month. Agencies who are authorized units to deliver this service should bill T2022 Modifiers TF and U2.
\$492.20	A Participant with this Service Allocation presumes 3 months of Support Facilitation at a rate of \$163.40 per month. Agencies who are authorized units to deliver this service should bill T2022 Modifiers UA and U2.

### Transportation

Service Allocation	Explanation
\$940.30	A Participant with this Service Allocation presumes 130 one-way transportation trips at a rate of \$7.21 per trip. Agencies who are authorized units to deliver this service should bill T2003.
\$1,605.90	A Participant with this Service Allocation presumes 130 one-way transportation trips at a rate of \$12.33 per trip. Agencies who are authorized units to deliver this service should bill T2003 Modifier UA.

## Explanations of Service Allocations in Effect July 1, 2011

### Community-Based Services

A Participant with this Service Allocation receives services either in the family home or in an independent residential setting on a less than 24-hour basis.

If a Participant has a Service Allocation between		then the Service Allocation presumes Community-Based Supports delivered by a Direct Service Professional (T2017) between				or presumes Community-Based Supports delivered by a Licensed Professional (T2017 Modifier UD) between			
		Number of 15 Minute Increments		Coverted to Hourly Increments		Number of 15 Minute Increments		Coverted to Hourly Increments	
Low End	High End	Low End	High End	Low End	High End	Low End	High End	Low End	High End
up to	\$2,500.00	up to	458	up to	114	up to	206	up to	52
\$2,500.01	\$5,000.00	458	916	114	229	206	413	52	103
\$5,000.01	\$7,500.00	916	1,374	229	343	413	619	103	155
\$7,500.01	\$10,000.00	1,374	1,832	343	458	619	825	155	206
\$10,000.01	\$12,500.00	1,832	2,289	458	572	825	1,031	206	258
\$12,500.01	\$15,000.00	2,289	2,747	572	687	1,031	1,238	258	309
\$15,000.01	\$17,500.00	2,747	3,205	687	801	1,238	1,444	309	361
\$17,500.01	\$20,000.00	3,205	3,663	801	916	1,444	1,650	361	413
\$20,000.01	or greater	3,663		916		1,650		413	

For any of the Service Allocations shown on this page, agencies may also be authorized to deliver units for the following:

T1005      Respite Care (standard or overnight)  
T2013      Natural Supports Training (without the modifier which assumes 1:1 staffing or with a modifier assumes 1:2 staffing)

or additional day program services such as:

T2025      Job Development or Assessment  
T2015      Prevocational Training (without the modifier which assumes 1:1 staffing or with a modifier assumes 1: >1 staffing)  
T2019      Supported Employment (without the modifier which assumes 1:1 staffing or with a modifier assumes 1: >1 staffing)

## Anticipated Service Allocations for BHDDH Participants

Effective July 1, 2011, BHDDH will issue Service Allocations to Participants using the following hierarchy:

1. If a Participant chooses to self-direct services, then the following Service Allocations may be created:
  - a. A Service Allocation to the fiscal intermediary selected by the Participant for Support Facilitation.
  - b. A Service Allocation to the fiscal intermediary selected by the Participant for services which will be self-directed by the individual. This fiscal intermediary merely serves as the conduit from the individual to HP, BHDDH's fiscal agent, for services purchased under this Service Allocation.
  - c. A Participant may also have other Service Allocations to an agency or agencies if he/she selects an agency to deliver some services within his/her resource allocation (e.g. day program services). In this case, the Service Allocation created will be to the agency for the units of services selected by the individual.
2. If a Participant chooses to receive services from an agency or agencies, then the following Service Allocations may be created:
  - a. A Service Allocation to the agency that will provide residential services (either Community Residence Supports, Non-congregant Residential Supports, Shared Living Arrangement, Independent Living Supports, or Family Supports).
    - (1) This Service Allocation can only be in effect for one DD agency during a specific time period.
  - b. A Service Allocation to the agency that is serving the Participant residentially will also be given an Service Allocation for Support Coordination, unless the Participant chooses a different Support Coordinator.
    - (1) If one agency serves the individual residentially and another agency serves the individual during the day, it is the responsibility of the residential agency to gather information necessary for support coordination. The day program agency will not receive a Service Allocation for support coordination services.
    - (2) In the case of a Participant that is only authorized for Day Program services, then the Support Coordination Service Allocation will be assigned to the Day Program agency.
  - c. A Service Allocation to the agency that will provide day program services (either Center-Based Day Program Services, Community-Based Day Program Services, Home-Based Day Program Services, Job Development or Assessment, Prevocational Training, or Supported Employment).
    - (1) A Participant may choose to split these services among multiple agencies. In this instance, separate Service Allocations will be created for each agency.
  - d. A Service Allocation to the agency that is serving the Participant residentially will also be given an Service Allocation for Transportation.
    - (1) If one agency serves the individual residentially but another agency serves the individual during the day and the day program agency provides the transportation, then the residential provider may either (i) set up an agreement with the day program agency to pay the day program provider as a subcontractor and bill BHDDH for the transportation delivered by the day program agency or (ii) make a request to BHDDH to reassign the transportation Service Allocation directly to the day program agency.
    - (2) In the case of a Participant that is only authorized for Day Program services, then the Transportation Service Allocation will be assigned to the Day Program agency.



# Rate Sheet for Services Effective July 1, 2011\*

\* Adopted Rates shown below are based on the Governor's Proposed Budget as of June 2, 2011. The Legislature has yet to enact a final budget. If the Legislature enacts a budget to BHDDH lower than the Governor's Proposed Budget, then some or all of the Adopted Rates shown below will be further reduced.

Service Category	BHDDH Service Title	Level	HCPCS	Modifier 1	Modifier 2	Modifier 3	Billing Unit	BHDDH Adopted Rate (as of June 2)
Residential Habilitation	Community Residence Supports	1	T2033	U5			per diem	\$120.34
	Community Residence Supports	2	T2033	U6			per diem	\$138.11
	Community Residence Supports	3	T2033	U7			per diem	\$165.01
	Community Residence Supports	4	T2033	U8			per diem	\$186.82
	Community Residence Supports	5	T2033	TF			per diem	\$229.90
	Community Residence Supports	6 or 7	T2033	UA			per diem	\$294.48
	Community Residence Supports	7^	T2033	TG			per diem	\$293.55
	Community Residence Supports	above 7	T2033	L9			per diem	negotiated
	Non-congregant Residential Supports	1	T2016	U5			per diem	\$120.34
	Non-congregant Residential Supports	2	T2016	U6			per diem	\$138.11
	Non-congregant Residential Supports	3	T2016	U7			per diem	\$165.01
	Non-congregant Residential Supports	4	T2016	U8			per diem	\$186.82
	Non-congregant Residential Supports	5	T2016	TF			per diem	\$229.90
	Non-congregant Residential Supports	6 or 7	T2016	UA			per diem	\$294.48
	Non-congregant Residential Supports	7^	T2016	TG			per diem	\$293.55
	Non-congregant Residential Supports	above 7	T2016	L9			per diem	negotiated
	Shared Living Arrangements Tier 1	1	T2033	U5	U1		per diem	\$71.82
	Shared Living Arrangements Tier 2	2	T2033	U7	U1		per diem	\$83.81
	Shared Living Arrangements Tier 3	3	T2033	TF	U1		per diem	\$111.47
	Shared Living Arrangements Tier 4	4	T2033	TG	U1		per diem	\$129.13

^ Not planned for use at the beginning of State Fiscal Year 2012.

# Rate Sheet for Services Effective July 1, 2011\*

\* Adopted Rates shown below are based on the Governor's Proposed Budget as of June 2, 2011. The Legislature has yet to enact a final budget. If the Legislature enacts a budget to BHDDH lower than the Governor's Proposed Budget, then some or all of the Adopted Rates shown below will be further reduced.

Service Category	BHDDH Service Title	Level	HCPCS	Modifier 1	Modifier 2	Modifier 3	Billing Unit	BHDDH Adopted Rate (as of June 2)
Independent Living or Family Supports	Community-Based Supports (standard)	1 staff: 1 individual	T2017				15 minutes	\$5.46
	Community-Based Supports (standard)	1 staff: 2 individuals	T2017	UN			15 minutes	\$2.87
	Community-Based Supports (standard)	1 staff: 3 individuals	T2017	UP			15 minutes	\$2.00
	Community-Based Supports (standard)	1 staff: 4 individuals	T2017	UQ			15 minutes	\$1.57
	Community-Based Supports (standard)	1 staff: 5 individuals	T2017	UR			15 minutes	\$1.31
	Community-Based Supports (standard)	1 staff: 6 or more individuals	T2017	US			15 minutes	\$1.14
	Community-Based Supports by Prof. Staff	1 staff: 1 individual	T2017	UD			15 minutes	\$12.12
	Community-Based Supports by Prof. Staff	1 staff: 2 individuals	T2017	UN	UD		15 minutes	\$6.36
	Community-Based Supports by Prof. Staff	1 staff: 3 individuals	T2017	UP	UD		15 minutes	\$4.44
	Community-Based Supports by Prof. Staff	1 staff: 4 individuals	T2017	UQ	UD		15 minutes	\$3.48
	Community-Based Supports by Prof. Staff	1 staff: 5 individuals	T2017	UR	UD		15 minutes	\$2.91
	Community-Based Supports by Prof. Staff	1 staff: 6 or more individuals	T2017	US	UD		15 minutes	\$2.52
	Natural Supports Training (standard)	1 staff: 1 individual	T2013				per hour	\$28.88
	Natural Supports Training (standard)	1 staff: 2 individuals	T2013	UN			per hour	\$15.16
	Natural Supports Training by Prof. Staff	1 staff: 1 individual	T2013	UD			per hour	\$46.82
	Natural Supports Training by Prof. Staff	1 staff: 2 individuals	T2013	UN	UD		per hour	\$24.58
	Respite Care	All	T1005				15 minutes	\$5.02
	Respite Care (overnight)	All	T1005	UJ			15 minutes	\$3.61

# Rate Sheet for Services Effective July 1, 2011\*

\* Adopted Rates shown below are based on the Governor's Proposed Budget as of June 2, 2011. The Legislature has yet to enact a final budget. If the Legislature enacts a budget to BHDDH lower than the Governor's Proposed Budget, then some or all of the Adopted Rates shown below will be further reduced.

Service Category	BHDDH Service Title	Level	HCPCS	Modifier 1	Modifier 2	Modifier 3	Billing Unit	BHDDH Adopted Rate (as of June 2)
Prevocational	Job Development or Assessment	1 staff: 1 individual	T2025	UD			per hour	\$56.43
	Prevocational Training	1 staff: 1 individual	T2015				per hour	\$24.45
	Prevocational Training	1 staff: 2 individuals	T2015	UN			per hour	\$12.65
	Prevocational Training	1 staff: 3 individuals	T2015	UP			per hour	\$8.79
	Prevocational Training	1 staff: 4 individuals	T2015	UQ			per hour	\$6.87
	Prevocational Training	1 staff: 5 individuals	T2015	UR			per hour	\$5.72
	Prevocational Training	1 staff: 6 or more individuals	T2015	US			per hour	\$4.97
Supported Employment	Supported Employment	1 staff: 1 individual	T2019				15 minutes	\$6.02
	Supported Employment	1 staff: 2 individuals	T2019	UN			15 minutes	\$3.16
	Supported Employment	1 staff: 3 individuals	T2019	UP			15 minutes	\$2.21
	Supported Employment	1 staff: 4 individuals	T2019	UQ			15 minutes	\$1.73
	Supported Employment	1 staff: 5 individuals	T2019	UR			15 minutes	\$1.44
	Supported Employment	1 staff: 6 or more individuals	T2019	US			15 minutes	\$1.25

# Rate Sheet for Services Effective July 1, 2011\*

\* Adopted Rates shown below are based on the Governor's Proposed Budget as of June 2, 2011. The Legislature has yet to enact a final budget. If the Legislature enacts a budget to BHDDH lower than the Governor's Proposed Budget, then some or all of the Adopted Rates shown below will be further reduced.

Service Category	BHDDH Service Title	Level	HCPCS	Modifier 1	Modifier 2	Modifier 3	Billing Unit	BHDDH Adopted Rate (as of June 2)
Day Program	Day Program Services (center-based)	1 staff: 10 individuals	T2021	U5			15 minutes	\$0.91
	Day Program Services (center-based)	1 staff: 8 individuals	T2021	U6			15 minutes	\$1.06
	Day Program Services (center-based)	1 staff: 5 individuals	T2021	U7			15 minutes	\$1.49
	Day Program Services (center-based)	1 staff: 3 individuals	T2021	U8			15 minutes	\$2.27
	Day Program Services (center-based)	1 staff: 2 individuals	T2021	TF			15 minutes	\$3.23
	Day Program Services (center-based)	1 staff: 1 individual	T2021	UA			15 minutes	\$6.11
	Day Program Services (center-based)	1 staff: 1 individual	T2021	TG^			15 minutes	\$6.11
	Day Program Services (center-based)	extraordinary	T2021	L9			15 minutes	negotiated
	Day Program Services (community-based)	1 staff: 10 individuals	T2021	U5	U1		15 minutes	\$0.91
	Day Program Services (community-based)	1 staff: 8 individuals	T2021	U6	U1		15 minutes	\$1.06
	Day Program Services (community-based)	1 staff: 5 individuals	T2021	U7	U1		15 minutes	\$1.49
	Day Program Services (community-based)	1 staff: 3 individuals	T2021	U8	U1		15 minutes	\$2.27
	Day Program Services (community-based)	1 staff: 2 individuals	T2021	TF	U1		15 minutes	\$3.23
	Day Program Services (community-based)	1 staff: 1 individual	T2021	UA	U1		15 minutes	\$6.11
	Day Program Services (community-based)	1 staff: 1 individual	T2021	TG^	U1		15 minutes	\$6.11
	Day Program Services (community-based)	extraordinary	T2021	L9	U1		15 minutes	negotiated
	Day Program Services (home-based)	1 staff: 10 individuals	T2020	U5			per diem	17.99*
	Day Program Services (home-based)	1 staff: 8 individuals	T2020	U6			per diem	22.19*
	Day Program Services (home-based)	1 staff: 5 individuals	T2020	U7			per diem	34.93*
	Day Program Services (home-based)	1 staff: 3 individuals	T2020	U8			per diem	54.74*
	Day Program Services (home-based)	1 staff: 2 individuals	T2020	TF			per diem	78.05*
	Day Program Services (home-based)	1 staff: 1 individual	T2020	UA			per diem	151.06*
	Day Program Services (home-based)	1 staff: 1 individual	T2020	TG^			per diem	151.06*
	Day Program Services (home-based)	extraordinary	T2020	L9			per diem	negotiated

^ Not planned for use at the beginning of State Fiscal Year 2012.

\* Required adjustment from rate model released on BHDDH website.

# Rate Sheet for Services Effective July 1, 2011\*

\* Adopted Rates shown below are based on the Governor's Proposed Budget as of June 2, 2011. The Legislature has yet to enact a final budget. If the Legislature enacts a budget to BHDDH lower than the Governor's Proposed Budget, then some or all of the Adopted Rates shown below will be further reduced.

Service Category	BHDDH Service Title	Level	HCPCS	Modifier 1	Modifier 2	Modifier 3	Billing Unit	BHDDH Adopted Rate (as of June 2)
Case Management	Support Coordination	1	T2022	U5			per month	\$105.07
	Support Coordination	2	T2022	U6			per month	\$126.49
	Support Coordination	3	T2022	U7			per month	\$148.73
	Support Coordination	4	T2022	U8			per month	\$148.73
	Support Coordination	5	T2022	TF			per month	\$148.73
	Support Coordination	6	T2022	UA			per month	\$213.62
	Support Coordination	7^	T2022	TG			per month	\$213.62
Transportation	Day Activity Transportation	1 through 5	T2003				per trip	\$7.21
	Day Activity Transportation	6 or 7	T2003	UA			per trip	\$12.33
Other	Pers Emerg Response System, install/testing	All	S5160				per service	none on file, must be prior approved by BHDDH
	Pers Emerg Response System, service	All	S5161				per service	
	Pers Emerg Response System, purchase	All	S5162				per service	
	Home Modifications	All	S5165				per service	
	Assistive Technology	All	T5999				per service	

^ Not planned for use at the beginning of State Fiscal Year 2012.

# Rate Sheet for Services Effective July 1, 2011\*

\* Adopted Rates shown below are based on the Governor's Proposed Budget as of June 2, 2011. The Legislature has yet to enact a final budget. If the Legislature enacts a budget to BHDDH lower than the Governor's Proposed Budget, then some or all of the Adopted Rates shown below will be further reduced.

Service Category	BHDDH Service Title	Level	HCPCS	Modifier 1	Modifier 2	Modifier 3	Billing Unit	BHDDH Adopted Rate (as of June 2)
Case Management Payable to the Fiscal Intermediary	Support Facilitation	1	T2022	U5	U2		per month	\$39.99
	Support Facilitation	2	T2022	U6^	U2		per month	\$39.99
	Support Facilitation	3	T2022	U7^	U2		per month	\$79.97
	Support Facilitation	4	T2022	U8	U2		per month	\$79.97
	Support Facilitation	5	T2022	TF	U2		per month	\$123.99
	Support Facilitation	6	T2022	UA	U2		per month	\$163.40
	Support Facilitation	7	T2022	TG^	U2		per month	\$163.40

^ Not planned for use at the beginning of State Fiscal Year 2012.

When the following services are self-directed, the rate shown is the maximum that the individual can pay out for the service under self-direction. S/He can also pay less than the maximum.

Self-Directed Services	Supports Brokerage, Self Directed Program	All	T2041	U2			15 minutes	\$12.50
	Self-Directed Goods or Services	All	T2025	U2			per service or per hour	\$50.00
	Day Activity Transportation	All	T2003	U2			per trip	\$24.66
	Community-Based Supports (standard)	1 staff: 1 individual	T2017	U2			15 minutes	\$5.46
	Community-Based Supports (standard)	1 staff: 2 individuals	T2017	UN	U2		15 minutes	\$2.87
	Community-Based Supports by Prof. Staff	1 staff: 1 individual	T2017	UD	U2		15 minutes	\$12.12
	Community-Based Supports by Prof. Staff	1 staff: 2 individuals	T2017	UN	UD	U2	15 minutes	\$6.36
	Natural Supports Training (standard)	1 staff: 1 individual	T2013	U2			per hour	\$28.88
	Natural Supports Training (standard)	1 staff: 2 individuals	T2013	UN	U2		per hour	\$15.16
	Natural Supports Training by Prof. Staff	1 staff: 1 individual	T2013	UD	U2		per hour	\$46.82
	Natural Supports Training by Prof. Staff	1 staff: 2 individuals	T2013	UN	UD	U2	per hour	\$24.58
	Respite Care	All	T1005	U2			15 minutes	\$5.02
	Respite Care (overnight)	All	T1005	UJ	U2		15 minutes	\$3.61
	Job Development or Assessment	1 staff: 1 individual	T2025	UD	U2		per hour	\$56.43
	Prevocational Training	1 staff: 1 individual	T2015	U2			per hour	\$24.45
	Supported Employment	1 staff: 1 individual	T2019	U3			15 minutes	\$6.02

# Matrix of When Modifiers are Required

BHDDH Service Title	HCPCS	Modifier Required? (Always, Sometimes, Never)	Notes
Community Residence Supports	T2033	Always	Refer to 'Legend of Modifiers' and 'Rate Sheet' for crosswalk of modifiers to rates.
Non-congregant Residential Supports	T2016	Always	Refer to 'Legend of Modifiers' and 'Rate Sheet' for crosswalk of modifiers to rates.
Shared Living Arrangements	T2033	Always	Refer to 'Legend of Modifiers' and 'Rate Sheet' for crosswalk of modifiers to rates.
Community-Based Supports (standard)	T2017	Sometimes	Do not put a modifier on when service delivered 1:1. Put a modifier on when billed 1: >1 or when self-directed.
Community-Based Supports by Prof. Staff	T2017	Always	Always put the UD modifier. If billed 1: >1 or self-directed, another modifier is required as well.
Natural Supports Training (standard)	T2013	Sometimes	Do not put a modifier on when service delivered 1:1. Put a modifier on when billed 1: >1 or when self-directed.
Natural Supports Training by Prof. Staff	T2013	Always	Always put the UD modifier. If billed 1: >1 or self-directed, another modifier is required as well.
Respite Care	T1005	Sometimes	When delivered overnight, put the UJ modifier on the claim. Otherwise, no modifier required.
Job Development or Assessment	T2025	Always	The UD modifier is always required when billing for this service.
Prevocational Training	T2015	Sometimes	Do not put a modifier on when service delivered 1:1. Put a modifier on when billed 1: >1 or when self-directed.
Supported Employment	T2019	Sometimes	Do not put a modifier on when service delivered 1:1. Put a modifier on when billed 1: >1 or when self-directed.
Day Program Services (center-based)	T2021	Always	Refer to 'Legend of Modifiers' and 'Rate Sheet' for crosswalk of modifiers to rates.
Day Program Services (community-based)	T2021	Always	Refer to 'Legend of Modifiers' and 'Rate Sheet' for crosswalk of modifiers to rates.
Day Program Services (home-based)	T2020	Always	Refer to 'Legend of Modifiers' and 'Rate Sheet' for crosswalk of modifiers to rates.
Support Coordination	T2022	Always	Refer to 'Legend of Modifiers' and 'Rate Sheet' for crosswalk of modifiers to rates.
Day Activity Transportation	T2003	Sometimes	If billing standard rate, no modifier required. If billing enhanced rate, TG modifier is required.
Support Facilitation	T2022	Always	Refer to 'Legend of Modifiers' and 'Rate Sheet' for crosswalk of modifiers to rates.
Supports Brokerage, Self Directed Program	T2041	Always	The U2 modifier is always required when billing for this service.
Self-Directed Goods or Services	T2025	Always	The U2 modifier is always required when billing for this service.
Pers Emerg Response System, install/testing	S5160	Never	
Pers Emerg Response System, service	S5161	Never	
Pers Emerg Response System, purchase	S5162	Never	
Home Modifications	S5165	Never	
Assistive Technology	T5999	Never	

# Legend of Modifiers Used for BHDDH Services Effective July 1, 2011

Modifier or Modifier Combination	Modifier Description/Usage in State Fiscal Year 2012	Notes
The following are used only with Residential Services, Day Program Services, Support Coordination and Support Facilitation:		
U5	Rate Level 1	
U6	Rate Level 2	
U7	Rate Level 3	
U8	Rate Level 4	
TF	Rate Level 5	
UA	Rate Level 6	
TG	Rate Level 7	
L9	Rate Level for Extraordinary Needs above Level 7	

U5 U1	Shared Living Arrangement Rate Level 1	Options available when billed with SLA Service HCPCS T2033
U7 U1	Shared Living Arrangement Rate Level 2	
TF U1	Shared Living Arrangement Rate Level 3	
TG U1	Shared Living Arrangement Rate Level 4	

U5 U1	Rate Level 1 when delivered in the community	Options available when billed with Day Program Service HCPCS T2021
U6 U1	Rate Level 2 when delivered in the community	
U7 U1	Rate Level 3 when delivered in the community	
U8 U1	Rate Level 4 when delivered in the community	
TF U1	Rate Level 5 when delivered in the community	
UA U1	Rate Level 6 when delivered in the community	
TG U1	Rate Level 7 when delivered in the community	
L9 U1	Rate Level for Extraordinary Needs above Level 7 when delivered in the community	



# Legend of Modifiers Used for BHDDH Services Effective July 1, 2011

Modifier or Modifier Combination	Modifier Description/Usage in State Fiscal Year 2012	Notes
The following are used only with community-based services other than residential and day program services:		
UN	Service provided to 2 clients simultaneously by 1 Direct Service Professional	
UP	Service provided to 3 clients simultaneously by 1 Direct Service Professional	
UQ	Service provided to 4 clients simultaneously by 1 Direct Service Professional	
UR	Service provided to 5 clients simultaneously by 1 Direct Service Professional	
US	Service provided to 6 or more clients simultaneously by 1 Direct Service Professional	
UN UD	Service provided to 2 clients simultaneously by 1 Licensed Professional*	
UP UD	Service provided to 3 clients simultaneously by 1 Licensed Professional*	
UQ UD	Service provided to 4 clients simultaneously by 1 Licensed Professional*	
UR UD	Service provided to 5 clients simultaneously by 1 Licensed Professional*	
US UD	Service provided to 6 or more clients simultaneously by 1 Licensed Professional*	
UJ	Services provided at night	Only used with Respite code. Providers do not need to differentiate other services provided at night (i.e., it's the same rate for day or night service for services other than Respite).
U2	Self Directed services	Whenever a service is delivered and paid through a fiscal intermediary, the U2 modifier must be included on the claim detail line.

\* Licensed Professional means a licensed psychologist, a degreed psychologist, a licensed physical therapist, a licensed occupational therapist, a licensed speech language therapist, a licensed social worker, or a registered nurse.

## Guidelines for Billing

1. Bill only for services delivered. Agencies will be subject to post-payment review audits in the coming year to verify the integrity of billing throughout the system. Absences have already been factored into residential and day program rates. Missed appointments/cancellations have already been factored into community-based service rates.
2. Ensure that you maintain sufficient documentation to support the services billed and the number of units billed. When services are defined by levels which presume specific staffing levels, then weekly schedules and/or payroll timesheets are examples of documentation to retain to support what was billed. Attendance sheets showing time in/out for Participants are another source of documentation. Refer to the rate models for staffing assumptions.
3. Units for residential services (Community Residence Supports, Non-congregant Residential Supports, and Shared Living Arrangements) will be authorized at the Agency/HCPSC/Modifier level. Agencies cannot bill different modifier rates for these services other than what is authorized.
4. Units for day program services will be authorized at the Agency level. Agencies may bill different services or at different modifier rates for these services so long as the individual has selected to purchase services in this manner in their resource allocation.
  - a. Example: A Participant's Resource Allocation would allow for 6,000 15 minute increments (250 days) of service which presumes T2021 Modifier U8 (1:3 staffing). The Participant plans to attend the Day Center Program 3 days a week but plans to receive Prevocational Training 2 days a week. The Agency may bill 150 days in the year using T2021 Modifier U8 and 100 days in the year using T2015 Modifier UP since this fits within the Participant's Resource Allocation.
  - b. Example: A Participant's Resource Allocation would allow for 6,000 15 minute increments (250 days) of service which presumes T2021 Modifier U8 (1:3 staffing). The Participant plans to attend the Day Program 4 days a week most weeks, but one day per month requested 1:1 assistance with Supported Employment. The Agency may bill 200 days in the year using T2021 Modifier U8 and 12 days in the year using T2019 since this fits within the Participant's Resource Allocation.
5. BHDDH recognizes that individuals in day programs may participate (a) solely in center-based day programs at the center, (b) community-based day programs solely out in the community, (c) at center-based day programs that also include outings in the community outside the center, or (d) both, depending on the day. For billing purposes, in SFY 2012 the rates are the same at each staffing level regardless of setting. For tracking purposes, use the HCPSC/modifier combinations to bill (a), (b) or (d) for all hours in a day that an individual participates. For (c), if an individual usually participates in a center-based day program but participates in an outing in the community during the day program day, you only need to track separately at the half-day level.
  - a. Example: A Participant goes to the center for a 6-hour day. For one hour in the day, the Participant goes to get ice cream with others in the community for one hour. In this example, the agency may bill all 6 hours (24 units at 15 min each) to the center-based day program HCPSC/modifier.
  - b. Example: A Participant goes to the center for a 6-hour day. Upon arrival, she and others go from the center to a picnic at the park for the day. In this example, the agency may bill all 6 hours (24 units at 15 min each) to the community-based day program HCPSC/modifier.
6. When billing for a specific service, be mindful of the sequence of the placement of modifiers as shown in the section titled 'Rate Sheet for Services Effective July 1, 2011'. The exact order of the modifiers is critical, otherwise your claim will be denied for 'non valid HCPSC/modifier combination'.
7. If you are billing some units for a specific service using one modifier sequence and other units using another modifier sequence, then divide the units among these two modifier sequences on two different lines on the claim (exception is L9 modifier services- see #8 below).
8. If you are billing for L9 services, bill the number of units delivered on the first line with the primary modifier (UA in State Fiscal Year 2012). Then bill the difference on the line below it with the same number of units using the L9 modifier.
9. Bill for services rendered even if you suspect that the authorization will be exceeded. Final resource allocations for SIS Levels will be developed this year for scheduled implementation date of 7/1/12. Until then, BHDDH is amassing utilization to best assign resource allocations to each SIS Level. Although agencies will not be paid for services exceeding authorizations, BHDDH will use this data in developing next year's resource allocations.
  - a. When you know that units billed will exceed the authorization, split the lines on the claim by date of service: one to include authorized units and one to include unauthorized units. If HP identifies that data on a detail line exceeds the authorization, it denies the whole line rather than doing a 'partial pay'.

## Examples of Billing Scenarios

\* The examples below presume that the agency(ies) are authorized to provide each service listed. \*

1. Agency A supports an individual in a group home at Level 5, provides their community-based day program at a 1:2 staffing level, and provides Level 5 support coordination. The individual was present each day in July at the group home and participated 6 hours each weekday at the day program with the exception of July 4th. Agency A would bill as follows:

Line 1 T2033 TF, 31 days, \$229.90 per day for the group home days  
Line 2 T2021 TF, 480 units (20 days \* 24 units of 15 minutes each/day), \$3.23 per unit for the day program  
Line 3 T2003, 40 units, \$7.21/unit for transportation to/from the day program  
Line 4 T2022 TF, 1 unit, \$148.73 for support coordination for the month

2. Agency B supports an individual who lives in their own apartment. An Agency B DSP goes to the apartment for 2 hours/visit to assist the Participant 1:1 on Mondays, Wednesdays, and Fridays. An RN also goes Tuesdays and Thursdays for 30 minutes/visit in a 1:1 setting. The Participant goes to Agency C for prevocational training Mon/Wed/Fri in a group of 5 individuals served by one DSP. Tuesday and Thursday the Participant attends a community-based day program at Agency C in a group of 5 individuals. Agency B provides Level 3 support coordination and transportation to Agency C's sites for the prevoc training and day program. The individual was present for each in-home visit in July except the DSP did not come Monday, July 4th. He participated 6 hours each day scheduled at prevoc training with the exception of July 4th. He attended 6 hours each day in the community-based day program.

Agency B would bill as follows:

Line 1 T2017, 96 units (12 days \* 2 hrs \* 4 units/hr), \$5.46 per unit for the DSP family support visits  
Line 2 T2017 UD, 16 units (8 days \* 2 units/visit), \$12.12 per unit for the RN family support visits  
Line 3 T2003, 40 units, \$7.21/unit for transportation to/from the day program  
Line 4 T2022 U7, 1 unit, \$148.73 for support coordination for the month

Agency C would bill as follows:

Line 1 T2015 UR, 72 units (12 days \* 6 hours/day), \$5.72 per hour for the prevoc training, 1:5 staffing ratio  
Line 2 T2021 U7 U1, 192 units (8 days \* 24 units of 15 minutes each/day), \$1.49 per unit for the day program

3. Agency D supports an individual in a Level 1 SLA setting. The Participant was with the host family the entire month of July. The Participant goes to a home-based program sponsored by Agency E in a 1:3 setting. Agency D provides Level 1 support coordination for the Participant, but agreed that Agency E should receive the transportation authorization since Agency E picks up and drops off the Participant from the host family home each day. The individual was absent from the home-based day program on July 4, 5, 21 and 25 but attended the other weekdays.

Agency D would bill as follows:

Line 1 T2033 U5 U1, 31 days, \$71.82 per day for the SLA days  
Line 2 T2022 U5, 1 unit, \$105.07 for support coordination for the month

Agency E would bill as follows:

Line 1 T2020 U8, 17 days, \$58.43 per day for the day program  
Line 2 T2003, 34 units, \$7.21/unit for transportation to/from the day program

4. Agency F supports an individual with extraordinary behavioral needs in one of their group homes. As such, the authorization is for Level 7 plus an additional \$65/day under the L9 modifier. The agency also supports the individual with his day program, which is a community-based, 1:1 staffing program. The Participant was in the home the entire month of July and participated in the day program every week day except July 4th.

Agency F would bill as follows:

Line 1 T2033 UA, 31 days, \$294.48 per day for the group home days  
Line 2 T2033 L9, 31 days, \$65.00 per day for the extraordinary group home services  
Line 3 T2021 UA U1, 480 units (20 days \* 24 units of 15 minutes each/day), \$6.11 per unit for the day program  
Line 4 T2003 UA, 40 units, \$12.33/unit for transportation to/from the day program  
Line 5 T2022 UA, 1 unit, \$213.62 for support coordination for the month

## Examples of Billing Scenarios

5. Agency G supports an individual who lives with their family. An agency's DSP goes to the family home for 2 hours/visit to assist the Participant 1:1 Tuesdays and Thursdays each week. The Participant received this service under the normal schedule in July. The family also received training from a RN on how to support their child on some health issues in two one-hour sessions this month. The family also received respite services twice in July--once on July 16th from 5pm - 10 am the next morning; again for 2 hours on July 30th. The Participant receives supported employment from an agency DSP on a 1:1 basis every Friday and Saturday for 3 hours each day. This was utilized under the usual schedule in July. For three weekdays each week, the Participant went to a community-based day program in a 1:8 setting. The Support Coordination provided is Level 2.

Agency G would bill as follows:

- Line 1 T2017, 64 units (8 days \* 2 hrs \* 4 units/hr), \$5.46 per unit for the DSP family support visits
- Line 2 T2013 UD, 2 units, \$46.82 per hour for the natural supports training by the RN
- Line 3 T1005 UJ, 32 units, \$3.61 per 15 minutes (8 hours) for overnight respite
- Line 4 T1005, 44 units, \$5.02 per 15 minutes (11 hours) for day respite
- Line 5 T2021 U6 U1, 288 units (12 days \* 24 units of 15 minutes each/day), \$1.06 per unit for the day program
- Line 6 T2019, 96 units (8 days \* 12 units of 15 minutes each/day), \$6.02 per unit for supported employment
- Line 7 T2003, 40 units, \$7.21/unit for transportation to/from the day program or supported employment
- Line 8 T2022 U6, 1 unit, \$126.49 for support coordination for the month

6. Agency H is an FI who supports an individual who self directs their services. Supports Facilitation is provided at Level 4. The individual lives at home with their family. This month, the individual utilized the following services:

- Participant Directed Services, 22 hours, \$12.50/ hour to hired employee
- Community-Based Supports shared with another FI Participant, 5 hours, \$10.00 per Participant per hour
- Transportation to/from activities, 8 trips, \$18.00/trip
- Meeting with hired professional to help develop next year's ISP (supports brokerage), 2 hours, \$50.00/hour

Agency H would bill as follows:

- Line 1 T2022 U8 U2, 1 unit, \$79.97 for support facilitation for the month
- Line 2 T2025 U2, 22 units (hours), \$12.50/hour
- Line 3 T2017 UN U2, 20 units (5 hrs \* 4 15-min units/hour), \$2.50/unit
- Line 4 T2003, 8 units, \$18.00/unit
- Line 5 T2041, 8 units (2 hrs \* 4 15-min units/hour), \$12.50/unit